



SAP SOURCING: USER MANUAL FOR SUPPLIERS





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1. Introduction

GDF SUEZ E&P Deutschland GmbH uses SAP Sourcing as a software solution for efficient management of the tendering process.

This User Manual provides guidance for suppliers to GDF SUEZ E&P Deutschland GmbH in using the SAP Sourcing Tool.

2. Accessing data

After a user account has been created for you as an SAP Sourcing user, you will receive a system-generated e-mail with your user ID and a temporary password (see Figure 1).

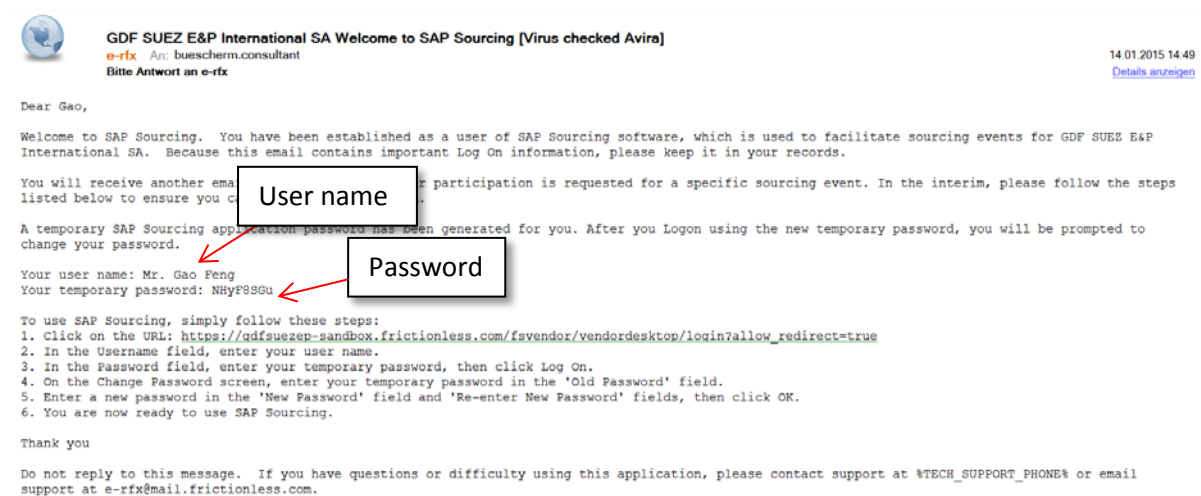


Figure 1 System-generated e-mail with user ID and temporary password

By clicking on the hyperlink, you will access the Logon window for SAP Sourcing. Here, enter – in the fields provided – your user name and the password from the welcome e-mail (see Figure 2). We recommend using Microsoft Internet Explorer as your browser.

Please note that the system differentiates between upper and lower case. If you ever forget your password, click on the 'Forgot your Password?' button and the system will generate a new one for you. This will be sent to you by e-mail. Please remember to check your spam folder if necessary.



The image shows the SAP Sourcing Supplier Portal login screen. On the left is a photograph of a modern glass skyscraper. To the right of the photo, the text 'SAP SOURCING SUPPLIER PORTAL' is displayed in orange and black. Below this, there are input fields for 'User Name' (containing 'Mr. Gao Feng') and 'Password' (masked with dots). A 'Log On' button is positioned to the right of the password field. Below the password field are links for 'Forgot your password?' and 'Add to bookmarks'. At the bottom left, there is a 'Logon Screen Language' dropdown menu set to 'deutsch'. At the bottom right, the GDF SUEZ logo is visible. A copyright notice 'Copyright ©2013 SAP AG. All Rights Reserved' is at the very bottom.

Figure 2 Login screen for SAP Sourcing Tool

The first time you log on to SAP Sourcing, you will be asked to change your initial password (see Figure 3):

The image shows a password change screen within the SAP Sourcing system. At the top, the 'GDF SUEZ' logo is on the left, and 'SANDBOX' is in red text. Below the logo are three tabs: 'Schnellanlage', 'Zuletzt verwendet', and 'Favoriten'. A red warning icon and the text 'Erstellen Sie ein neues Kennwort' are at the top left. Below this are 'OK' and 'Abbrechen' buttons. The main section contains three password fields: 'Ihr temporäres Kennwort:', 'Neues Kennwort:', and 'Neues Kennwort bestätigen:'. Each field is masked with dots. Red arrows point from labels 'Old password' and 'New password' to the first and second fields respectively. The third field is for confirming the new password.

Figure 3 Changing your password the first time you log on to the system

The first time you log on to the system, you may be asked to accept the GDF SUEZ E&P Deutschland GmbH terms and conditions of use for the system. To do this, click on the 'Accept' button (see Figure 4).

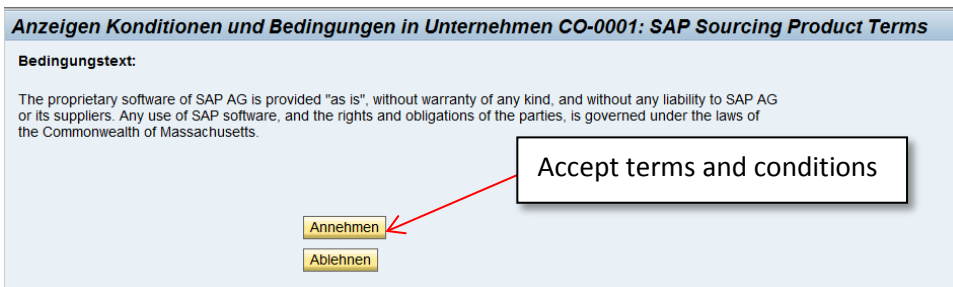


Figure 4 Corporate terms and conditions

After logging on, you will be directed to your personal start screen. Here you will receive an overview of tenders relevant to you and to which you have been invited (see Figure 5).

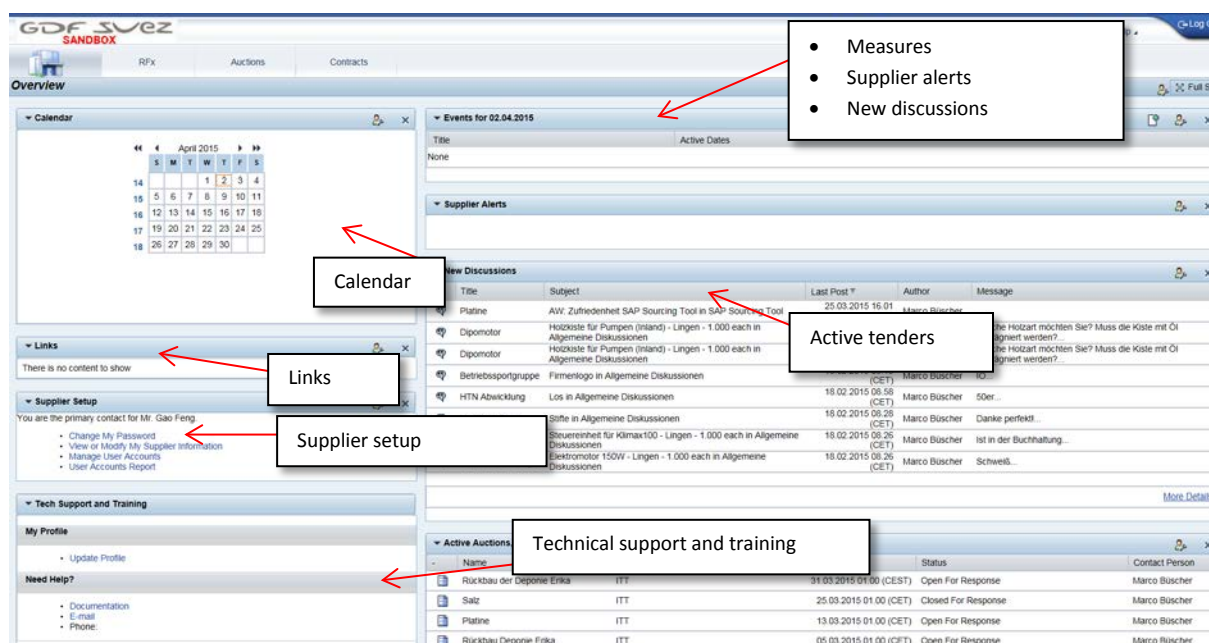


Figure 5 Welcome screen



3. Participating in the tender

When GDF SUEZ E&P Deutschland GmbH invites you to participate in a tender ('RFx') via SAP Sourcing, you will be informed about this by a system-generated e-mail. Please ensure that SAP Sourcing's sender address is not blocked by your spam filter. This e-mail is shown in the screenshot in Figure 6:



Figure 6 E-mail for invitation to tender

Clicking the link in the e-mail will take you directly to the 'RFx' screen. After logging on (see Chapter 2), you will be able to access this screen. In the 'RFx Response' column you will find the link to your tender documents, e.g. 'PROP-1320', as shown in Figure 7.

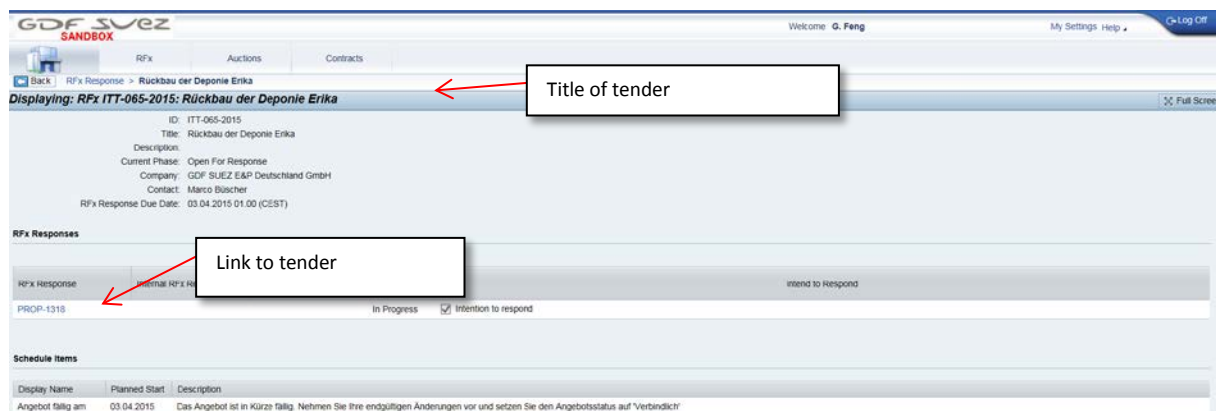


Figure 7 Start screen for SAP Sourcing

If you are already logged onto the system, as shown in Figure 5, the 'RFx' button will take you to the overview of all active tenders (see Figures 8 and 9).

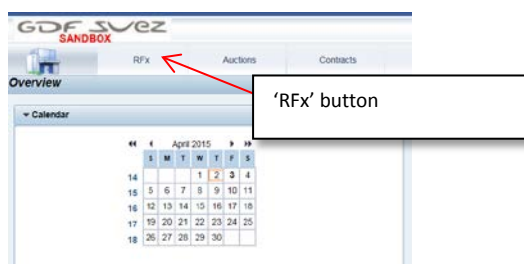


Figure 8 Tendering: step one

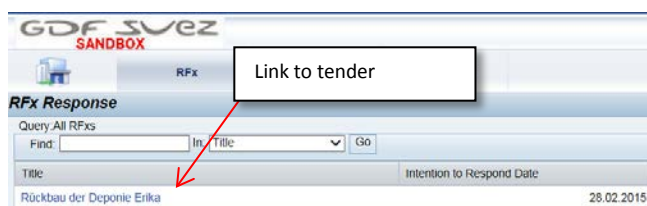


Figure 9 Tendering: step two

The purchaser at GDF SUEZ Deutschland E&P GmbH can always ascertain your intention to bid prior to the tendering process. This means that, at the beginning of a tender, you indicate whether you wish to participate. In this case, when you access the 'RFX' screen, the message 'Confirm Intention to Respond' (shown in Figure 10) will be displayed. The purchaser will automatically be notified by e-mail of your decision to take part (or otherwise) in the tender.

When you confirm your intention to bid, you will access the tender overview page (see Figure 11). If you select the option 'Decline To Participate', you retain the option of notifying us of your intention to bid at a later date by accessing the 'RFX' screen. If, by the date specified, you have not confirmed (or otherwise) your intention to bid, you will from then on no longer be able to access this tender.

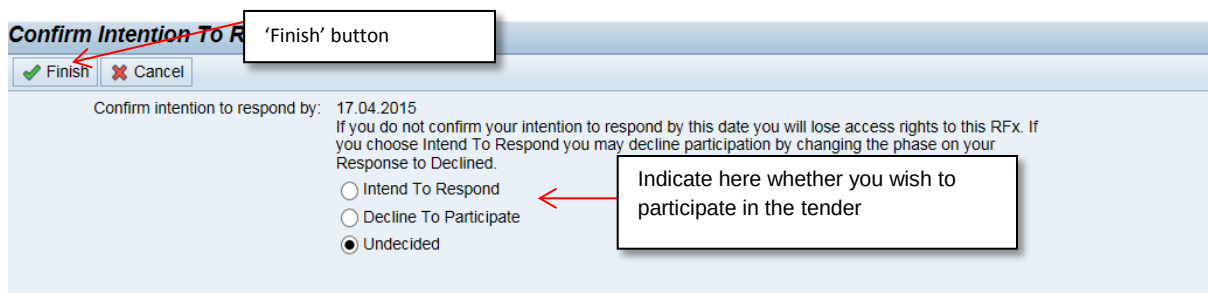


Figure 10 Confirming (or otherwise) intention to bid



4. Overview screen for tendering

In the start screen for the tendering process, you will see the most important tab pages, 'Header', 'Schedule', 'Information', 'Questions' and 'Line Items'. Other buttons that will be important for you are 'Done', 'Save', 'In Progress' and 'Log Off', as shown in Figure 11.

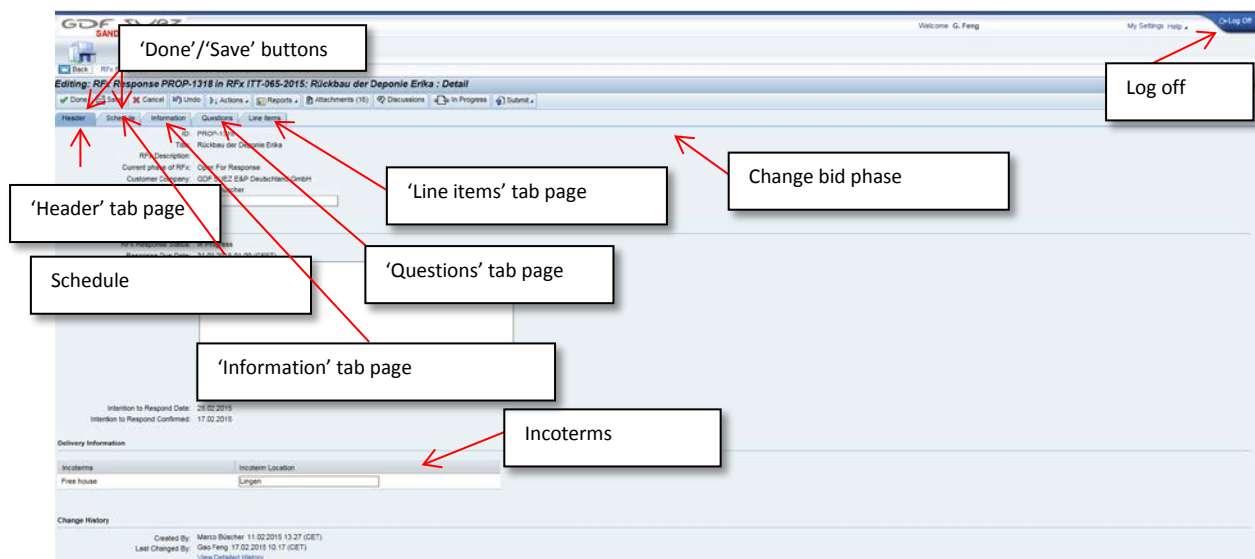


Figure 11 Tender overview

You should, at intervals, save the work on your bid. Clicking on the Done button will save the document and close the current session. By clicking on the Save button, you will save the current status of your work in the database. Please note that, by merely saving your bid, you are not submitting it.

5. 'Schedule' tab page

During the period between the invitation to tender ('RFx') and the due date for the bid, you (the supplier) have the option of submitting a tender bid ('RFx Response'). As shown in Figure 12, the bid due date is given in the 'Schedule' tab page. Please note and adhere to this deadline for bidding, as bids can no longer be submitted thereafter.

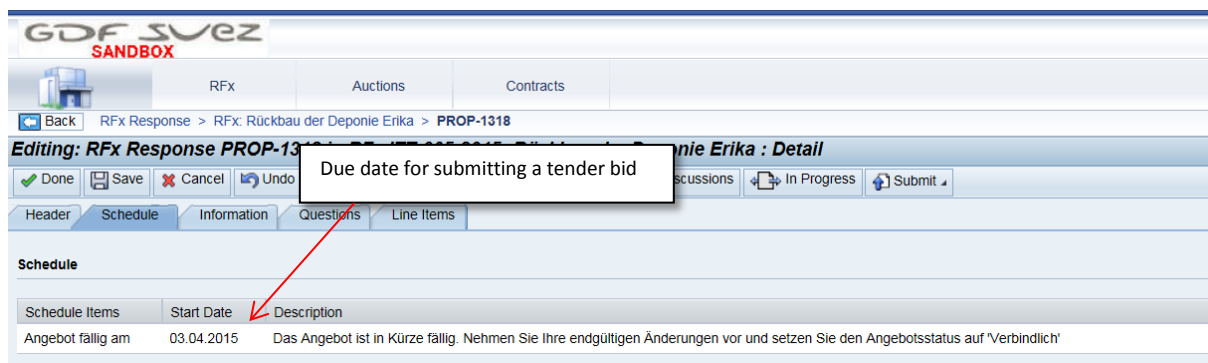


Figure 12 Due date – 'Schedule' tab page

6. 'Information' tab page – attachments concerning the tender

Under the 'Information' tab page you will find attachments that the purchaser has made available to you, including drawings and service specifications. You can download these documents onto your PC or laptop and work with them. To do this, click with the mouse on the 'Information' tab page, then on the desired information section and subsequently on 'Attachments', as shown in Figures 13 and 14:



Figure 13 'Information' tab page

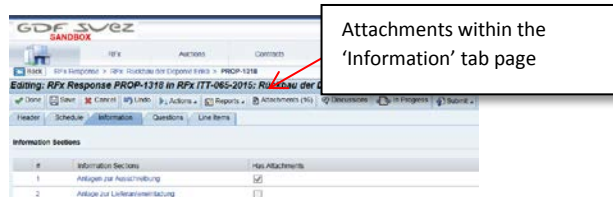


Figure 14 'Attachments' tab page

After clicking on the 'Attachments' button, you will access an overview of the attachments made available to you within the active tender (see Figure 15).



GDF SUEZ
SANDBOX

Welcome G. Fenn

RFx Auctions Contracts

Back RFx Response > RFx Rückbau der Deponie Erika > RFx Response: PROP-1318 > Anlagen zur Ausschreibung

Displaying (Read Only): Info Section in RFx ITT-065-2015: Attachments

OK

Download Selected Files

Server File	File name	Description	Size	Date Added	Added By
☐	01_Angebot.pdf		13kb	11.02.2015 13.09 (CET)	Marco Büscher
☐	3 Einkaufsbedingungen.pdf			11.02.2015 13.09 (CET)	Marco Büscher
☐	5 Werksvertragsentwurf.pdf			11.02.2015 13.09 (CET)	Marco Büscher
☐	06_Leistungsbeschreibung inkl. Anlage 1 bis 3.pdf			11.02.2015 13.09 (CET)	Marco Büscher
☐	7 LB Anlage 4 Abschlussbetriebsplan.pdf		13kb	11.02.2015 13.09 (CET)	Marco Büscher
☐	08_LB Anlage 5 Zulassung Abschlussbetriebsplan.pdf		13kb	11.02.2015 13.09 (CET)	Marco Büscher
☐	09 Leistungsverzeichnis.pdf		13kb	11.02.2015 13.09 (CET)	Marco Büscher
☐	9 Leistungsverzeichnis Rückbau Erika p81.pdf		13kb	11.02.2015 13.09 (CET)	Marco Büscher
☐	10 A und S Plan.pdf		13kb	11.02.2015 13.09 (CET)	Marco Büscher
☐	11. HSE Präqualifikation.pdf		13kb	11.02.2015 13.09 (CET)	Marco Büscher
☐	12 Eigenerklärung Präqualifikation.pdf		13kb	11.02.2015 13.09 (CET)	Marco Büscher
☐	13 Erklärung Bieter Arbeitsgemeinschaft.pdf		13kb	11.02.2015 13.09 (CET)	Marco Büscher
☐	14 Nachunternehmerleistungen.pdf		13kb	11.02.2015 13.09 (CET)	Marco Büscher
☐	15 Kalkulation.pdf		13kb	11.02.2015 13.09 (CET)	Marco Büscher
☐	16 Geräteliste.pdf		13kb	11.02.2015 13.09 (CET)	Marco Büscher
☐	17 Vergabekriterien.pdf		13kb	11.02.2015 13.09 (CET)	Marco Büscher

Attachments made available to you by the purchaser

Figure 15 Tender attachments

7. 'Questions' tab page

In the course of a tender, it may be the case that the purchaser at GDF SUEZ E&P Deutschland GmbH asks you questions (not to be confused with 'discussions'). You can access these questions via the 'Questions' tab page.

Questions put to you by the purchaser may be about your products, services, company, etc. (see Figure 16).

Please answer these questions by first clicking on the question sections and then on each question separately.

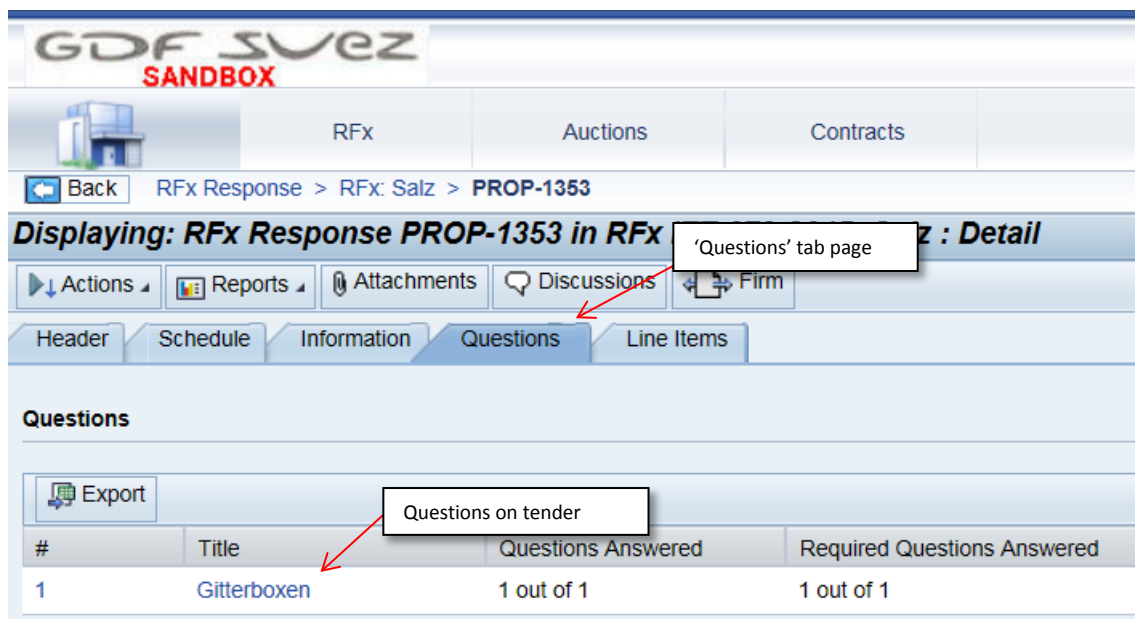


Figure 16 'Questions' tab page within the tender process

8. 'Line Items' tab page

The purchaser may request that you price defined items (see Figure 17). These items relate to goods or services that the purchaser wishes to acquire. You have the option of bidding for these items in accordance with the agreed Incoterms. Please note the number of pages within the tender.

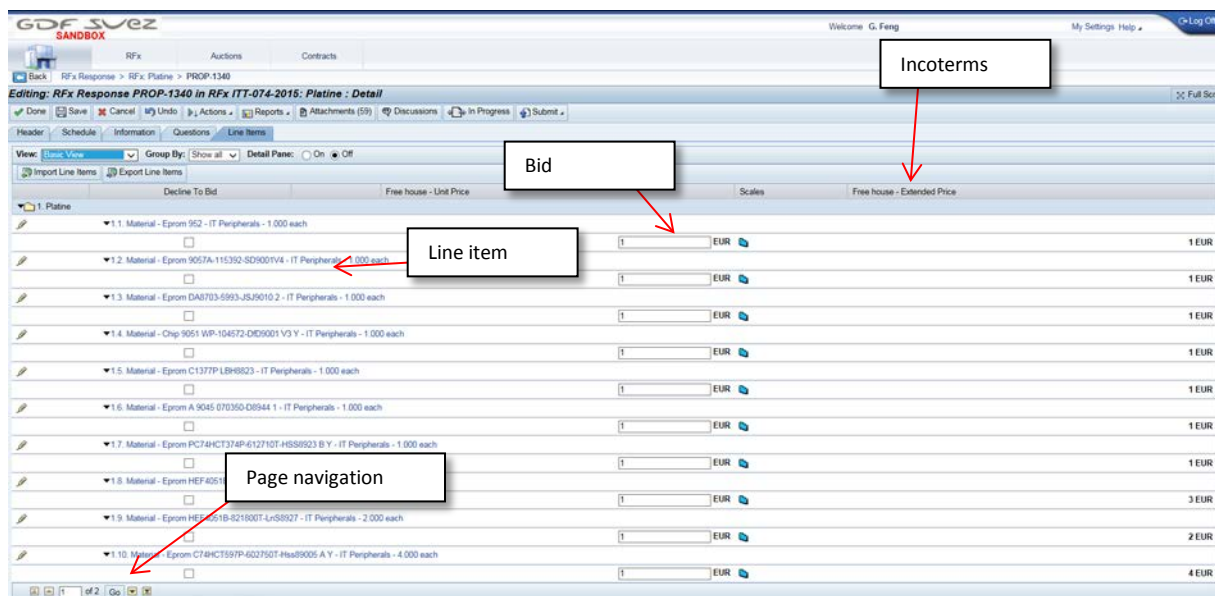


Figure 17 Line items within the tender process



9. Discussion forum

With a view to secure documentation of correspondence in the course of the tender, GDF SUEZ E&P Deutschland GmbH uses only the discussion forum within the SAP Sourcing Tool. This ensures that all suppliers taking part in the tender have access to the same information. Communication with the suppliers of GDF SUEZ E&P Deutschland GmbH in connection with a tender is not permitted outside the SAP Sourcing Tool. You can reach the discussion forum by clicking on the 'Discussions' button (see Figure 18).

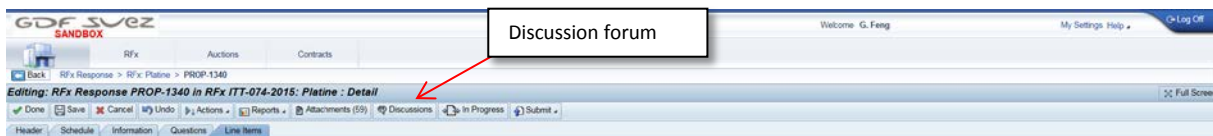


Figure 18 'Discussion forum' tab page

Here you can see (shaded in grey) the various discussion topics. The individual postings to these topics are listed (see Figure 19).

Msg	Topic/Subject Name	Last Posting	Author	Company	Visibility	Subscribed
☐	▼ Tender Tool (0 Unread Messages)				Internal Users and External Users	
☐	Funktionale Tender Tool	02.04.2015 10:30 (CEST)	Gao Feng	Mr. Gao Feng	Internal Users and External Users	✓
☐	test	23.03.2015 11:35 (CET)	Gao Feng	Mr. Gao Feng	Specific External User	✓
☐	Funktionale Fragen zum Tender Tool (0 Unread Messages)				Internal Users and External Users	
☐	HSE-Relvante Fragestellungen (0 Unread Messages)				Internal Users and External Users	
☐	Kaufmännische Fragestellungen (0 Unread Messages)				Internal Users and External Users	
☐	Technische Fragestellungen (0 Unread Messages)				Internal Users and External Users	
☐	Vertragliche Fragestellungen (0 Unread Messages)				Internal Users and External Users	

Figure 19 Discussion forum

If you wish to view already existing postings, click on the relevant subject name (see Figure 20).

Msg	Topic/Subject Name	Last Posting	Author	Company	Visibility	Subscribed
☐	▼ Tender Tool (0 Unread Messages)				Internal Users and External Users	
☐	Funktionale Tender Tool	02.04.2015 10:30 (CEST)	Gao Feng	Mr. Gao Feng	Internal Users and External Users	✓
☐	test	23.03.2015 11:35 (CET)	Gao Feng	Mr. Gao Feng	Specific External User	✓
☐	Funktionale Fragen zum Tender Tool (0 Unread Messages)				Internal Users and External Users	
☐	HSE-Relvante Fragestellungen (0 Unread Messages)				Internal Users and External Users	
☐	Kaufmännische Fragestellungen (0 Unread Messages)				Internal Users and External Users	
☐	Technische Fragestellungen (0 Unread Messages)				Internal Users and External Users	
☐	Vertragliche Fragestellungen (0 Unread Messages)				Internal Users and External Users	

Figure 20 Postings in the discussion forum



After selecting the posting, you can read the content in its entirety (see Figure 21).



Figure 21 Answering a question

By clicking on the 'Answer' button, you can add your message (or a follow-up question) to the existing discussion (see Figure 22):

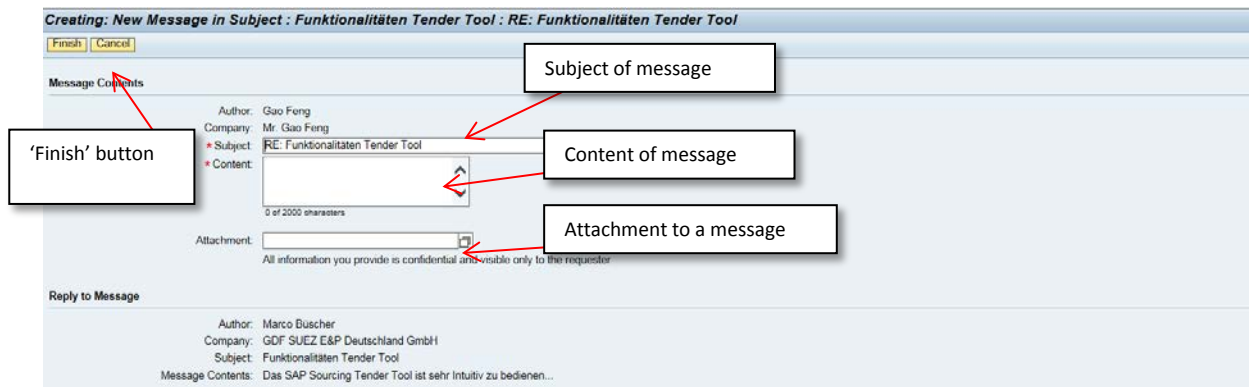


Figure 22 Answering a question within the discussion forum

Attachments can be attached to the message. Please note that your replies or questions can be viewed by all those participating, including all suppliers.

As mentioned above, you can also ask a question by first clicking on the desired topic. This will generate a screen in which you can see all the postings on this topic. Then click on the 'New Message' button (see Figure 23).

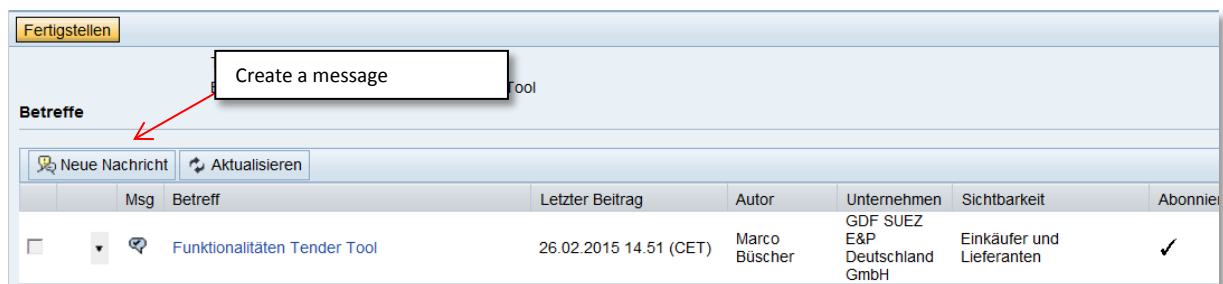


Figure 23 New message in the discussion forum

This will take you to the 'Creating: New Message in New Subject' tab page, within which you can ask your questions. To post your message, click on the 'Finish' button (see Figure 24).



Creating: New Message in New Subject : null : Untitled

Finish Cancel

Message Contents

'Finish' button

Subject of message

Content of message

Attachment to a message

Author: Gao Feng
Company: Mr. Gao Feng
* Subject:
* Content:
0 of 2000 characters
Attachment:

Figure 24 Entering a new message

Please note: as soon as a new contribution has been posted in the discussion forum, you will be notified by the system via e-mail.



Figure 25 Information e-mail concerning an activity in the discussion forum

10. Submitting a bid

When you have completed your bid and wish to submit it to the purchaser at GDF SUEZ Deutschland E&P in the form of attachments, you can do so by uploading these attachments. The first step is to click on the 'Attachments' button which, as shown in Figure 26, can be found in the menu bar.

Editing: RFX Response PROP-1318 in RFX ITT-065-2015: Rückbau der Deponie Erika : Detail

Done Save Cancel Undo Actions Reports Attachments (16) Discussions In Progress Submit

Header Schedule Information Questions Line Items

ID: PROP-1318
Title: Rückbau der Deponie Erika
RFX Description:
Current phase of RFX: Open For Response
Customer Company: GDF SUEZ E&P Deutschland GmbH
Contact Person: Marco Büscher
Internal RFX Response ID:

Attach files

General Status

Figure 26 Accessing the 'Attachments' tab page



The first thing you will see is the bid attachments that have been made available to you. In the bottom third of the screen you will also see another folder, 'RFx Response Attachments'. If you now click on the 'Attach Files' button, you have the option of uploading the files. The screen will then appear as shown in Figure 26. If you have put together your bid from a large number of documents, you can compress these into a ZIP file and then attach it.

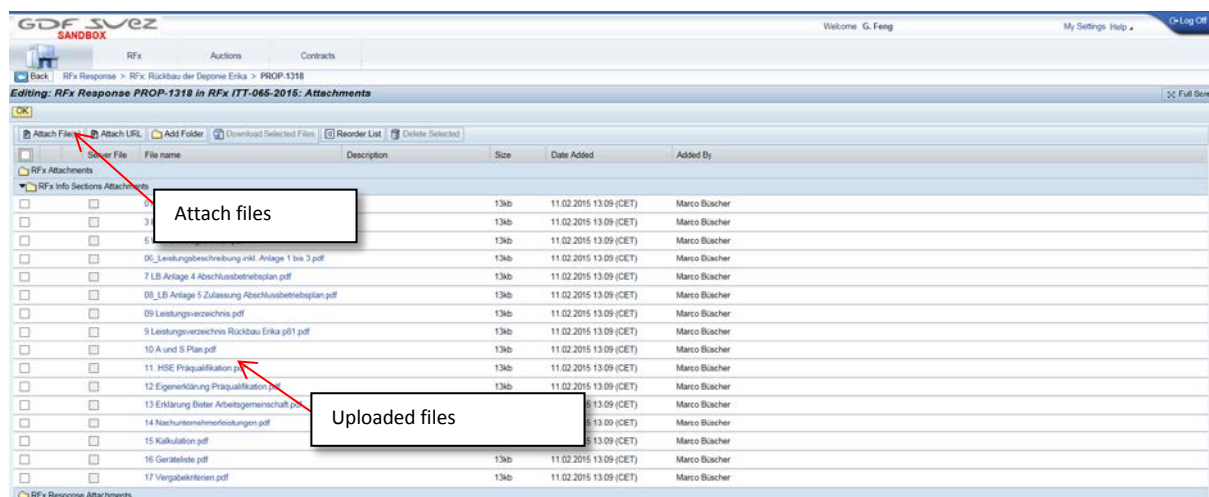


Figure 27 Uploading attachments

After you have entered your tender bid and uploaded all attachments, the bid must be submitted. This involves changing the status of your bid from 'In Progress' to 'Firm'; if this is not done, the bid is deemed not to have been submitted.

To do this, first click on the 'In Progress' button (see Figure 28).



Figure 28 Changing status of tender

This will take you to the 'Change Phase' screen (see Figure 29). To submit your bid, click with the mouse on the 'Firm' button; your bid, and all attachments that form part of it, will be transmitted to the relevant purchaser. As soon as your bid is assigned the status 'Firm', no further changes can be made to it.



[Back](#) RFX Response > RFX: Rückbau der Deponie Erika > PROP-1318

Editing: RFX Response PROP-1318 in RFX ITT-065-2015: Rückbau der Deponie Erika : Detail

[OK](#)

Change Phase

To change phase, click the appropriate available phase. For more information about a phase, mouseover the phase name.

[Created](#) [Declined](#) [Waiting For Acceptance](#) [In Progress](#) [Firm](#)

Change status to 'firm'

Figure 29 Changing phase of tender